



CANCELLED

16721

NMC Policy Letter 10-03

26 November 2003

From: Commanding Officer, U.S. Coast Guard National Maritime Center

To: Distribution

Subj: COMPREHENSIVE REFRESHER EXAMINATION

Ref: (a) National Maritime Center Policy Letter 02-03, *Processing Applications for Mariner Credentials For Service on Seagoing Vessels Beginning 1 February 2003*.

1. PURPOSE.

- a. Reference (a) provided several methods for a licensed mariner who was never certified under the standards of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW) to qualify for certification. This policy letter provides an additional method and guidance for the administration of a comprehensive refresher examination as an alternative method of qualification.
- b. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is not intended to, nor does it impose, legally-binding requirements on any party. Applicants for STCW-95 certificates may also qualify for certification through measures other than the comprehensive renewal examination as specified in reference (a).

2. ACTION. Commanding officers of units with marine safety responsibilities should bring this policy letter to the attention of the maritime industry with interests in marine personnel issues. Those commanding officers having a Regional Examination Center (REC) attached should use these guidelines in the administration of the comprehensive renewal examination. This policy letter will be distributed by electronic means only. It is available on the World Wide Web at <http://www.uscg.mil/STCW/m-policy.htm>.

3. DISCUSSION.

- a. Reference (a) provides guidance for processing applicants who were licensed before 1 February 2003, but who have never held an STCW-95 certificate. If they apply now for an STCW-95 certificate, they must demonstrate that they have continued professional competence that justifies issuance of an STCW certificate in accordance with STCW regulation I/11 and STCW Code A-I/11.

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- b. An applicant may demonstrate continued professional competence through completion of an approved refresher course; demonstrating such knowledge through continued service, training, and/or evaluation; or by passing a comprehensive refresher examination. Reference (a) provides further details about the first two methods. Details of the examinations are listed in enclosure (1).



E. J. FINK

Encl: Instructions for comprehensive refresher examination

Distribution: Commandant (G-MSO)
Area Commanders (Am)
All District Commanders (m)
All COs, MSOs
All Activity Commanders
All RECs

INSTRUCTIONS FOR THE
COMPREHENSIVE REFRESHER EXAMINATION

1. GENERAL INSTRUCTIONS.

- a. These examinations will only be administered at a Regional Examination Center. Applicants may take as many modules per day as can be completed within the normal working hours of the exam room. However, applicants should be made aware of the normal working hours and cautioned that at closing time, unanswered questions or unmarked questions will be treated as wrong answers. Applicants who begin testing at the opening of the examination room in the morning should complete at least two modules per day. In general, the policies stated in the examination guides apply to these refresher examinations.
- b. The minimum passing score for all deck and engineering modules is 70 % except for Rules of the Road and Navigation Problems which is 90 %. If an applicant fails any modules, the retesting requirements found in 46 CFR 10.217 shall apply. Applicants who completely fail the exam and have need of an STCW certificate before the three-month waiting period expires, may wish to consider an alternative means of qualification, such as completion of an approved refresher training course.
- c. An applicant may use the standard reference materials in the examination room that are listed in the deck and engineering examination guides while completing the examination. In addition, an applicant will also be provided with the reference materials listed in paragraph 2.b or 3.b below. The answer to every question on the examination may not be found in the reference material; however, the allowed references provide sufficient information to assist an applicant who retains professional competence to determine the correct answer in a sufficient number of questions to pass the examination.
- d. The Coast Guard is presently acquiring the additional publications listed in paragraphs 2.b and 3.b. Until the Regional Examination Centers are provided the additional references, applicants may provide their own copies. Only the listed publications may be provided; substitutions are not allowed. All publications shall be clean and unmarked.
- e. During the examination, no notes may be recorded in these publications or taken from the examination room. All reference publications provided by an applicant are subject to review at anytime during the examination process.

2. COMPREHENSIVE REFRESHER EXAMINATION - DECK.

- a. The examination consists of the following six modules: Rules of the Road; Navigation Problems; Navigation General (either near coastal or oceans);

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General Cargo Handling and Stowage; Stability; and Controlling the Operation of the Ship and Care for the Persons Aboard.

b. The following additional references may be used by deck officers:

- (1) *Navigation Rules*: COMDTINST M16672.2
- (2) *Merchant Marine Officers' Handbook*: Cornell Maritime Press
- (3) *Stability and Trim for the Ship's Officer*: Cornell Maritime Press.
- (4) *Marine Fire Fighting*: International Fire Service Training Association.
- (5) *American Practical Navigator (Bowditch)(1995 edition)*: National Imagery and Mapping Agency

3. COMPREHENSIVE REFRESHER EXAMINATION - ENGINEERING.

a. The examination consists of three modules plus one module for each applicable propulsion mode. The three universal modules are: Electricity/Electronics; General Engineering Subjects; and Safety and Environmental Protection.

b. The following additional references may be used by engineering officers:

- (1) *Modern Marine Engineering Manual, Volumes I and II*: Cornell Maritime Press
- (2) *Operating, Testing, and Preventative Maintenance of Electrical Power Apparatus (2003 edition)*: Prentice Hall
- (3) *Marine Fire Fighting*: International Fire Service Training Association.